

Diver Coxwain Reminders

Pre-Dive Day Preparation

- Place your name down on the booking sheet as Cox
- The day before diving check inshore weather forecast. If conditions look suitable arrange the tractor launch for the boat(s) and delivery of the boat to the car park if you are not able to move it
- Update the booking sheet to confirm the meeting time at Sea Palling
- Check who is diving and whether your planned dive site is suitable for all booked to attend. The dive should be planned for the least experienced member. Ensure there are enough experienced divers to dive with less experienced or new members.
- Identify a suitable back up dive site should circumstances require a different site e.g. weather change etc.

Dive Day Preparation

- Re-check local sea conditions on the day, times of high, low and slack water, inshore weather forecast.
- Update the booking sheet if needed

Boat Preparation and Checks

- Remove boat cover and lighting board if needed
- Ensure engine in raised position
- Check tow hitch operation and safety wire in place
- Check boat winch operation
- Check painter attached to bow and secure
- Check anchors and buoys and line ready to deploy
- Pump up boat tubes if needed
- Check both under seat fuel tanks are connected and full, open tank bleed screws, open in line valve to fuel tank, check spare tanks are present and full, check bulb primed, engine oil level OK
- Turn boat electrics on and power up radio to Channel 16, GPS and sounder. Check all functioning.
- Set route on GPS
- Ensure dive gear secured
- Check safety equipment – flares, first aid, Oxygen, emergency contact information, A Flag, phone to contact tractor driver

Diving Operations

- Brief all divers on dive plans
- Attach boat to tractor for launching. No divers to travel in the boat for launching.
- Follow tractor driver's instructions, designate a winch operator, no one directly behind the boat during manoeuvring or launching
- Turn the RIB bow into any swell once free of trailer
- Assist unhitching trailer from tractor, inform tractor driver of approximate ETA
- Cox lower engine sufficiently to start but avoid propeller fouling the bottom, kill cord to be worn by Cox/boat operator, engine to remain in neutral until divers safely aboard.
- Check 'tell tail' jet from engine OK
- Cox to instruct crew to board, positions them to balance boat and hold on
- Engage gears and slowly move out of lagoon, watching for swimmers and seals
- Cox to contact Coastguard with safety information once a suitable distance out of the lagoon to achieve radio communication
- Achieve comfortable cruising speed for conditions and crew with boat on the plane
- Crew to keep watch all round and inform Cox of potential hazards in the water
- Locate dive site, select optimal place to anchor or drop shot as appropriate
- Cox or Dive Manager to provide a site briefing and agree order of diving, length of dives and emergency arrangements
- When ready to dive the divers will help each other kit up. Inform Cox of maximum dive duration
- Display A Flag to indicate diving operations underway
- On surfacing divers signal OK to Cox and follow directions for recovering themselves and kit into boat
- Cox checks everyone is OK and dive plan has been followed, all equipment safely stowed
- Engine started and checked to be running OK, kill cord attached to boat driver
- A Flag taken down
- Anchor recovered and stowed
- Cox positions crew in boat for travel back to shore
- Contact Coastguard to confirm safe return from diving
- Contact tractor driver, one of crew to prepare winch on trailer
- Recover boat to trailer
- Wash boat and kit, run engine in fresh water
- Stow spare wheel, hose reel etc.

- Check anchor line and buoy stowed ready for next trip
- Check fuel tanks re-filled and air vents closed check boat fuel tap closed
- Turn off GPS, Sounder and Radio and then turn off the boat electrics
- Reduce pressure of tubes on Anglian Diver. Spare RIB automatically vents excess pressure
- Replace and secure boat cover and organise return of boat to yard
- Sort finances and report safe conduct of dive to Diving Officer inform them of any problems with diving or equipment
- Update boat booking sheet with wreck site information and any relevant information e.g. the vis

Emergencies

- Cox has full responsibility for crew and boat safety. The Cox should direct crew in an emergency and delegate responsibilities as appropriate.
- If Mayday / Mayday relay or Pan call received, Cox should radio Coastguard offering assistance, and act as requested by them.